

Procedure for submitting GCFP dues

Barbara Brand, GCFP Financial Secretary (2021-2023)

Every year on May 1st, all garden club treasurers are sent a bill from GCFP for payment of dues for the current fiscal year (5/1 through 4/31). Please follow these steps when returning payment. The DUE DATE for returning the invoice and your check is BEFORE JUNE 15th.

1. Prepare the form:

- The 2-part form indicates the number of club members in the previous year, according to the GCFP database.
- Since club membership may change, the invoice provides a line for the treasurer to verify the current number of club members as of May 1st. Confirm or correct the number of members on both copies of the form.
- Annual membership is due in the amount of \$10.00 per person, regardless of their membership category. Couples are counted as 2 members.
- When new members join, their GCFP dues are to be paid based on these dates:
 - Joining May 1-- July 31 \$10.00
 - Joining August 1 – October 31 \$7.50
 - Joining November 1 – December 31 \$5.00
 - Joining January 1 – April 30th \$2.50
- Affiliate member's dues are \$35.00 per year.

2. Returning the form:

- Checks are to be made payable to "Garden Club Federation of PA" or "GCFP"
- Return the lower part of the form and a check to the address on the form (please do not staple), keeping the other copy for your records.
- When your check is sent, your Club should also send by email a current copy of the garden club roster of members as of May 1st to the Financial Secretary and the GCFP database manager. Include name, address (9-digit zip code), phone, and email address.
- Affiliates are exempt from this provision.

3. IMPORTANT: -- Updating membership information

- Membership information in the GCFP database must be kept current OR the club's liability insurance coverage and 501-c-3 status will be jeopardized.
 - Notify the GCFP Financial Secretary promptly when members join so they are entered in the database as soon as possible.
- When members change their permanent address, or resign, and when members or are deceased send the appropriate form, found on the GCFP website, to the email or address as noted on the form..
- The forms for Adding or Deleting Members can be found on the GCFP website.
- Notify the GCFP-database manager-promptly when the club treasurer changes.
- District dues should be sent to the District Treasurer, not to GCFP.

If you have questions, please contact GCFP205@gmail.com, or the Financial Secretary, babrand@embarqmail.com .